National Archives of India

1977-78

Administration

Staff: The Staff Strength of the National Archives of India, New Delhi including that of Regional Offices at Bhopal and Jaipur as on 31st March, 1978 was as under:

Category		Sanctioned Strength	Vacancies	Functional Strength
(i)	Class I Gazetted	21	4	17
(ii)	Class II Gazetted	53	9	44
(iii)	Class II Non-Gazetted	53	11	42
(iv)	Class III Establishment	276	69	207
(v)	Class IV	184	43	141
		587	136	451

S/Shri I.N.Verma, S.K.Sarkar, T.V.Haranatha Babu, Smt. Shukla Singh and Dr. R.K.Perti were appointed as Assistant Directors of Archives, during the period under review.

Shri S.N.Jaiswal, Assistant Director of Archives expired on 11th June, 1977 while Shri J.L. Bhatnagar, permanent Assistant Engineer retired from service on 31st October, 1977.

During 1977-78 following officers were appointed as Archivists (General): Shri Suraj Parkash, Shri Duli Chand Shri P.R.Malik, Shri K.S.Talwar, Shri I.B.Roy, Shri S.K.Khatri, Shri Nirmal Kant, Km. Meena Kumari Sharma, Km. Krishna Chaudhry and Shri M.S.Khan. Dr. Raj Paul Malik and Shri Rajinder Prasad were appointed as Scientific Officers.

Budget: During 1977-78 a sum of Rs.13.38 lakhs was spent out of the budget provision of Rs.35.54 lakhs on the plan side, and on the non-plan side a sum of Rs.34.30 lakhs was spent out of the budget provision of Rs.38.39 lakhs. For 1978-79, a budget provision of Rs.24.95 lakhs has been made on the plan side and Rs.38.81 lakhs on the non Plan side.

Project: During the year under report the plan schemes sanctioned earlier were continued. The progress achieved in the implementation of the schemes was satisfactory.

Building: On getting Government of India's administrative approval and expenditure sanctions for the construction of extension to the National Archives of India building (Phase-I). The Government entered into an agreement with Shri C.P.Kukreja, Architect, for planning and supervision of the proposed annexe. It is understood from the Chief Engineer (NDZ), C.P.W.D., New Delhi, that some drawings have already been since received from the Architect.

Reference Media

Reference Media: Reference Media of the following series of Public Records as well as Private Papers were prepared.

Public Records

1. Summary Inventory of Consultations:

Department/Branch	Inclusive Years	Bulk
Foreign (Secret) Department	1799-1811 (Volumes for the years 1803 and 1804 under the series i.e. 1799-1811 were completed during the period)	20,416 Manuscript Pages

2. Subject Lists of Files:

(a) Public Works Department

(i)	Irrigation 'A'	1896-1906	13322 Files
(ii)	Railway Construction 'A'	1901-1905	
(iii)	General 'A'	1898-1921	
(iv)	Communication 'A'	1867-1881	
(v)	Civil Works Building	1864-1881	
(vi)	Railway 'A'	1860-1879	
(vii)	Railway Traffic 'A'	1888-1896	

(b) Home Department:

(i)	Priority Passage Section	1943-1951	
(ii)	Re-employment and Reconstruction Section	1947	
(iii)	Linguistic Survey	1896-1903	
(iv)	Special Recruitment Board	1948-51	
(v)	Director General Civil Aviation	1947-1953	
(vi)	Government of India, Public Deposit 'A' & 'B'	1900-1922	
(vii)	Ministry of Labour	1944-46	
(viii)	Office of the Private Secretary to His Excellency the Viceroy ∠ (Honours Branch)	1910-1940	
∠ and its successor bodies		1944 -1958	

3. Check Lists:

(i)	Civil Works, Coal and Iron 'A'	1882-1905	13,999 Files
(ii)	Building and Road Establishment 'A'	1872-1882	
(iii)	Civil Works and Military 'A'		
(iv)	Establishment General 'A'	1870-1879	
(v)	Civil Works and Electricity 'A'	1899-1917	
(vi)	Civil Works Communication 'A'	1882-1919	
(vii)	Forest Proceedings Revenue 'A'	1861-1871	
(viii)	Telegraph Establishment 'A'	1871-1903	
(ix)	Establishment 'A'	1869-1905	
(x)	Railway	1863-1872	
(xi)	Railway Project	1898-1905	
(xii)	Post Office	1921-1923	
(xiii)	Telegraph	1870-1905	
(xiv)	State Railway	1871-1873	
(xv)	Railway Statistics	1891-1905	
(xvi)	Railway Traffic	1897-1905	
(xvii)	Public Works Department Railway Stores	1880-1905	
(xviii)	Public Works Department Establishment	1921-1923	
(xix)	Civil Works Irrigation	1907-1913	

Private Papers

1. Subject Lists:

Collections:

		Items
(i)	Rajendra Prasad Papers	7278
(ii)	Dadabhai Naoroji "	4119
(iii)	P.K.Malaviya "	1350
(iv)	Raja Mahendra Pratap Papers	248 items and 633 press clippings

(v) B.D.Chaturvedi Papers 643

(vi) P.S.S.Aiyer " 11

Microfilms

Dufferin Papers 1060 items, Reel No. 490

2. Descriptive Docketing: Descriptive docketing and chronological arrangement of the Inayat Jang collection:

(a) 1596 documents relating to the period of Muhammad Shah were docketed.

(b) 15,000 documents of Inayat Jang collection pertaining to the reign of Aurangzeb were chronologically arranged.

RECORD MANAGEMENT

Archival Policy Resolution: The Fourth Report of the Director of Archives on the implementation of Archival Policy Resolution during 1976-77, duly approved by the Department of Culture, was printed and its copies were distributed among the Ministries/Departments/Offices.

A circular for the compilation of Fifth Report of Director of Archives on the implementation of Archival Policy Resolution was issued to all the Ministries.

Appraisal of Records: The records of the following Ministries/Departments/Agencies were appraised during this period:-

(i) Ministry of Works and Housing, (1934-52)

(ii) Ministry of Agriculture, (1954-76)

(iii) Ministry of Home Affairs, (1895-1953)

(iv) Department of Science and Technology, (1901-52)

(v) Department of Expenditure, (1924-51)

(vi) Department of Revenue, (1917-46)

(vii) Department of Culture, (1920-49)

(viii) Archaeological Survey of India, (1902-52)

(ix) Department of Health, (1948-52)

(x) Bundelkhand Agency, (1873-1911; 1913-1946)

(xi) Central India Agency, (1872-1952)

(xii) Rajputana Agency, (1826-47)

(xiii) Southern C.I. States, (1876-1947)

(xiv) Bhopawar Political Agency, (1874-1920)

(xv) Bhopal Political Agency, (1873-1947)

(xvi) Imperial Record Department/National Archives of India records, (1942-67)

(xvii) Public Works Department, (1868-1923)

(xviii) Malwa Agency, (1876-1947)

Out of 1,14,563 files appraised, 47.66%, were marked for retention.

While appraising the records of Ministries/Departments, the following guidelines were used: Retention Schedule common to all Departments issued by the Department of Personnel and Administrative Reforms, Appendix 22 of the Central Secretariat Manual of Office Procedure (1977 Edition) and Appendix 13 of General Financial Rules and also Retention Schedules of Functional files of the Ministries/Departments concerned, prepared by them in consultation with National Archives of India.

Scrutiny of the Retention Schedule: In accordance with para 6 of the Archival Policy Resolution, Retention Schedules of the following Ministries/Departments were scrutinized: Ministry of Defence; Department of Science and Technology; Department of Revenue and Banking; Department of Economic Affairs; Commissioner of Scheduled Castes and Scheduled Tribes; Gold Control Section (Ministry of Finance); Director General of Health Services; Shipping Development Fund Committee; Central Board of Film Censors and Port Health Organisation.

On the spot studies of the Retention Schedules of the following agencies were also completed: Department of Agriculture; Cabinet Secretariat; Indian Council of Agricultural Research and National Archives of India. Reports on these Retention Schedules are being presently finalised.

Information on Archival Assets of the Central Ministries etc. In order to collect an up-to-date information on the Archival Assets of the Ministries/Departments, reminders were issued to such offices which had not furnished the information. The total number of non-current records with the Central Government Ministries/Departments/ Offices is estimated to be ; 390846 files, 3340 bound volumes, 5363 books, 10245 bills, 252 registers, 23787 charts, 32,221,064 cards, 740 bundles and 7926 other types of record materials.

Framing of Statutory Rules: A draft bill on the Archival Law is being revised in consultation with Ministry of Law in Department of Legal Affairs.

Printing of Records: In view of the objection raised by the Directorate of Printing against the earlier suggestion regarding printing of permanent records by some Ministries, it was resolved that the copies could be prepared by microfilming/xeroxing. This is being considered.

Advisory Work: Advice on different technical aspects of Record Management was offered to the following Ministires/ Departments/Offices: Ministries of Works and Housing, External Affairs, Civil Supplies and Cooperation, Health and Family Welfare, Department of Rehabilitation; Krishna Godawari Water Disputes Tribunal; Shipping Development Fund Committee; Director General of Observatories; Office of the Income, Wages and Price Commission; Cabinet Secretariat, Rail India Technical Economic Service, New Delhi; Commissioner of Income Tax and Central Institute of Fisheries Cochin; Registrar of Companies Kerala; Mayo College Ajmer; Fertilizer Corporation of India Sindri; Jammu and Kashmir State Government.

Besides, advice regarding appointment of full-time staff in the respective records room was also given to the following: Ministry of Defence; Department of Food, Director General of Observatories; Archaeological Survey of India, all in New Delhi and India Security Press, Nasik.

Advice regarding preparation of retention schedules was given to the Ministry of External Affairs; Department of Rehabilitation; Prime Minister's Office; Air Head Quarters; Director General of Posts and Telegraph, New Delhi.

Post and Telegraph Board, Historical Division of Ministry of Defence and Department of Culture, New Delhi were advised on weeding of records.

Assistant Director of Archives (AM) also attended the meetings of O & M Officers in the Department of Personnel and Administrative Reforms.

Arrangement and Servicing of Records: During the period under review 4594 files, folios and maps were checked, 35,666 bundles, files, volumes and maps were arranged, 1811 files were amalgamated, 59317 requisitions for records were attended to and 66803 records were restored.

Research and Reference

Number of Research Scholars: During the period under review, 617 Indian and Foreign Scholars availed themselves of the Research facilities.

Reference Service: During 1977-1978, 27 queries on records from Government agencies and 78 search cases on records from private agencies/individuals were attended to.

Publication Programme

Fort William India House Correspondence: Under Scheme I of the publication programme of the Department, proof-copy of the volume XII (Public) edited by Prof. Amales Tripathi was received from the press and the work regarding preparation of Index to the same was completed.

The Indian Archives: The copies of Volume XXIV No.1 (January-June 1975), Volume XXIV No. 2(July-December, 1975)and Volume XXV No. 1 (Januar[illegible] press and distributed.

The typescript of volume XXV No.2((July-December 1976) was sent to press and the compilation of volume XXVI No. 1 and 2 (January-December, 1977) was taken up.

Annual Report: Printing of the Annual Report of the National Archives of India - 1976 made progress in the press, whereas compilation of the Annual Report for 1977 was taken up.

Indian Historical Records Commission: Printing of the Volume XLV of the Proceedings of the Indian Historical Records Commission is nearing completion. While the volume entitled xxxxxxxxxxxxxxxxxx 'Resolutions of Indian Historical Records Commission Volume II, 1948-73" came out of the press.

Bulletin of Research Theses and Dissertations: During the period under review Volume VIII (1974-75) was brought out in cyclostyled form and distributed.

National Register of Private Records: During 1977-78 Volume VIII(1966-67) was brought out in cyclostyled form and distributed. In addition volume IX was compiled and work on volume X and XI was also taken up.

Guide to the Records in the National Archives of India: Part II of the Guide, covering records of the Home Department/ Ministry of Home Affairs (1748-1957), was brought out in cyclostyled form and made ready for distribution.

Besides, the Department also brought out "Catalogue of the Historical Maps of the Survey of India,(1700-1900)" in its custody.

Regional Records Survey Committee

During the period Regional Records Survey Committees were reconstituted in Karnataka, Madhya Pradesh and Uttar Pradesh while the period of Regional Records Survey Committee, Gujarat, was extended upto 25th September, 1980. Besides, Maharashtra State Board for Archives and Archaeology was reconstituted to discharge the functions of Regional Records Survey Committee in the State.

The meetings of Regional Records Survey Committee of Gujarat, Karnataka and Delhi were held on 22nd September, 1977, 4th November, 1977 and 13th January, 1978 respectively, and the first two were attended by a representative of this Department.

Guidelines regarding compilation of information for National Register were sent to all the State Archives/ Regional Records Survey Committees/Union Territories.

CONSERVATION

Technical advice on various aspects of preservation and repair of records was also given to the following :- Tamil Nadu State Archives, Uttar Pradesh, Rajasthan Rabindra Bhavan, Visva Bharati University and Shri K.S. Chandhari, Officer Commanding N.C.C. Patna.

Research Laboratory continued testing of repair and preservation material of indigenous origin to study their suitability for reinforcement and their use in preservative treatment of records in its custody. A few samples of chiffon, ledger paper, cellulose acetate foil, tissue paper,

waxed paper, printing paper, hand made paper etc., were examined during this period. Advice on the suitability of cellulose acetate foil and a few other synthetic fabrics regarding their use and durability for repair of brittle documents was also rendered to Dr. Lokesh Chandra, M.P., International Academy of Indian Culture and Anand Bazar Patrika, Calcutta.

The Deputy Director of Archives(P), Assitant Director of Archives (P) and Scientific Officer of the Department attended a Seminar on 'Conservation of Cultural Property' on 9th and 10th February, 1978, organised by the Indian Association for the study of Conservation of Cultural Property at National Museum, New Delhi. S/Shri Ranbir Kishore, C.P.Mehra, V.V.Talwar and Y.P.Kathpalia also read papers on the occasion.

Repair and Rehabilitation of Records: In all 11,762 sheets were flattened, 41538 sheets were repaired with tissue paper, 179 sheets and 4 maps were repaired with chiffon and 74,475 sheets and 14 Maps were repaired with acetate foil and 61074 sheets and 36 original consultations were guarded. Besides, 1210 volumes, 1111 books, 7 Maps, 10 original consultations and 1011 Miscellaneous items were bound.

Air Cleaning and Fumigation: During the period under report 260 files, 280 maps, 60 books and 28 bundles were air-cleaned. About 1262 books, 280 maps and 28 bundles were fumigated.

REPROGRAPHY

Technical information on reprography was given to various Libraries, Archives and other institutions.

The following figures give the total output of the work attended to during the period under review:-

(i) Microfilming - 2,89,054 Exposures
(ii) Positive Printing - 6,783 Metres.
(iii) Xerox copies, - 9285 copies,
(iv) Photo copies - 1836 "
(v) Indexing of films - 656 rolls
(vi) Servicing of films - 1871. "
(vii) Reflex Printing - 40 copies.

TRAINING IN ARCHIVES KEEPING

Diploma Course in Archives Keeping: During the period under report, 15 candidates were admitted to the One Year Diploma Course in Archives Keeping.

Short Term Training: Two short term courses one in Record Management and the other in Repair of Records, of 8 weeks and 6 weeks duration respectively were organized. Candidates sponsored by various Central/State Government Departments participated in these courses.

Special Training Course: Special Training facilities in various techniques of preservation and repairs, were provided to two nominees of the Maharashtra State Archives.

A special feature of the period has been the organization of a workshop on Care and Preservation of Library Materials organized by National Archives of India in collaboration with the National Research Laboratory for conservation of cultural property. 15 delegates deputed by various libraries in India participated in the workshop.

The work in connection with the Correspondence Course Training is in progress.

CULTURAL EXCHANGE PROGRAMME

Under the programme, two senior officers of the Russian Archives visited India during December 1977 and they were familiarized with the working of National Archives of India and the State Archives of Andhra Pradesh and Tamil Nadu.

Two rolls of records of Hungarian interest, and three lists of records of Turkish interest available amongst the records in custody of the the Department were forwarded to Hungary and Turkish Archives respectively. One microfilm of Records of Indian interest was also received from National Library of Australia.

Distinguished Visitors: Amongst the distinguished visitors who visited the Department during the period under review, mention may be made of the following: (a) Dr. George Banmann, Head of the History and Culture Department, West Germany; (b) Mr. John J. Landers, Executive Director of National Archives and Research Service, Washington, (c) Five members of the Assam Legislative Assembly and (d) Shri O.P. Bhardwaj Director Haryana State Archives.

COMMITTEES AND CONFERENCES

To demarcate the spheres of work of Record Management, between the National Archives of India and Department of Personnel and Administrative Reforms, Dr. S.N.Prasad, Director of Archives, attended a meeting of the Department of Personnel and Administrative Reforms held on 4th August, 1977. He attended a symposium sponsored by the International Council on Archives Committee on Archival Development and its Bureau meeting held at New York and New Jersey, respectively on 21st-24th March, 1978. He also visited India Office Library and Records, London, to discuss matters relating to the acquisition of microfilm copies of records of Indian interest under the exchange agreement.

Shri S.N.Sharma, Assistant Director of Archives (Publications, participated in the deliberations of the Regional Records Survey Committee of Gujarat at Gandhinagar (Ahmedabad) on 22nd September, 1977.

Shri M.L. Ahluwalia, Assistant Director of Archives (Record Management) attended meetings of O & M Officers on 12th, 14th and 17th August, 1977, in connection with the problems of record management.

TOWARDS FREEDOM PROJECT

The Project made further progress in selection of material. Records in the custody of the National Archives of India and few other states of India also were examined and selections were made from the following series of private papers and public records: (a) Home Political Records 1942-45;

(b) Political (Secret) Records 1943-45; (c) External Affairs Records 1941-42; (d) War Department Records 1943; (e) Reforms Office Records 1941-45; (f) Ministry of Labour Records 1937-47; (g) Crown Representative Records of Hyderabad Residency 1937-47; (h) Dr. Rajendra Prasad Papers 1938-40 ; (i) Jayakar Papers 1937-47 (j) Linlithgow Collection 1937 (k) Erskine Collection 1938 and (l) Haig Collection 1937-39. About 12,000 pages were typed during the period under report.

MANUAL OF INDIAN ARCHIVES

During the period under report the comments of the Members of the Advisory Committee were received and forwarded to the Chairman.

The final draft of the Manual is now under consideration.

GUIDE TO THE RECORDS

Compilation of a "Guide to the Records in the National Archives of India" was continued during the period under review. In addition Abstract Lists of the following records were prepared: (a) Foreign and Political Department, 1860-1954 (b) Military Department 1779-1859.

LIBRARY

During the period under review 140 books were purchased and 2,100 Periodicals, Gazettees, Lok Sabha and Rajya Sabha Reports, Annual Administration Reports were acquired and 3437 files were also amalgamated.

हिन्दी अनुभाग

राजभाषा अधिनियम 1976 के अनुसार सरकारी कामकाज में हिन्दी के अधिकाधिक प्रयोग के बारे में राजभाषा विभाग (गृह मंत्रालय) द्वारा समय-समय पर आदेश दिये जाते रहे हैं । हिन्दी अनुभाग ऐसे सभी अनुदेशों का पालन करने के लिए समय-समय पर निदेश जारी करता है । 1977-78 के दौरान हिन्दी में 3,867 पत्र प्राप्त हुए, जिनमें से 1,012 पत्रों के हिन्दी में उत्तर दिये गये और 2,855 पत्रों पर कोई अपेक्षित कार्यवाही नहीं की गई, केवल सूचनार्थ थी । ऐसे ही 1977-78 के दौरान इस विभाग से 236 पत्र हिन्दी में मूलरूप से भेजे गए । संसदीय राजभाषा समिति ने संस्कृति विभाग का दौरा 5 नवम्बर 1977 को किया जिसमें निदेशक जी के आदेश पर हिन्दी अधिकारी ने भाग लिया । उसके अतिरिक्त शिक्षा तथा समाज कल्याण (शिक्षा विभाग) की तिमाही राजभाषा कार्यान्वयन समिति की बैठक में भी निदेशक जी के आदेश पर 16-2-78 की बैठक में हिन्दी अधिकारी ने भाग लिया ।

निदेशक महोदय की अध्यक्षता में राजभाषा कार्यान्वयन समिति, प्रत्येक तिमाही बैठक में राजभाषा के अनुदेशों और हिन्दी शिक्षण योजना के अधीन कर्मचारियों को हिन्दी प्रशिक्षण, हिन्दी टंकण और हिन्दी आशुलिपि पर हुई प्रगति पर समीक्षा करती है । 1977-78 में 4 राजभाषा कार्यान्वयन समिति बैठकें हुई जिनको मिला कर अब तक 34 बैठकें हो चुकी हैं ।

1976 की वार्षिक रिपोर्ट द्विभाषी रूप (हिन्दी और अंग्रेज़ी) में प्रकाशित की गई । 95 कार्यालय आदेश तथा अधि-सूचनाएं, 18 विभागीय फार्म, 11 हिन्दी भाषी राज्यों को भेजे जाने वाले पत्रों, तथा 50 लेपशन्स (भारतीय ऐतिहासिक अभिलेख आयोग से संबंधित) का हिन्दी अनुवाद किया ।

राष्ट्रीय अभिलेखागार, नई दिल्ली, भोपाल और जयपुर कार्यालयों में प्रयोग होने वाली सभी अंग्रेजी मोहरों, श्रेणी । और 2 के अधिकारियों की निजी मोहरों, नामपट्ट तथा साइन बोर्डों का द्विभाषी रूप में अनुवाद तैयार करने का कार्य आदेश किया गया ।।

EXHIBITION

In order to bring Archives closer to the Public, an exhibition of Persian documents and manuscripts was organized. It was in response to the request made by Jawaharlal Nehru University, on the occasion of First Summer Institute for Persian teachers organized by them in collaboration with Iranian Cultural Foundation, Tehran. Various documents and manuscripts covering the period 1289-1885 were displayed on the occasion. The exhibition was inaugurated on 30th May, 1977 and was visited by a number of visitors.